



NOAA TECHNICAL MEMORANDUM NMFS-SEFSC-400

NATIONAL MARINE FISHERIES SERVICE CHARLESTON LABORATORY

VOLUNTEER HANDBOOK

Wayne E. McFee

May 1997

U.S. Department of Commerce

National Oceanic and Atmospheric Administration

National Marine Fisheries Service

Southeastern Fisheries Science Center

Charleston Laboratory

219 Fort Johnson Road

Charleston, SC 29412-9110

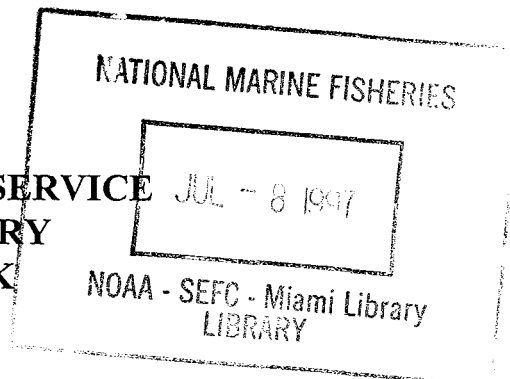


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by

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MAY 1997

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Welcome To NMFS Charleston Laboratory

Dear Volunteer:

Welcome to the National Marine Fisheries Service (NMFS) Charleston Laboratory. Thank you for joining us! We want you to feel that your association with NMFS will be a mutually beneficial experience.

You have joined an organization that is dedicated to the management and protection of marine resources as well as the education of the public about our mission. We hope you will also find satisfaction and take pride in your work to conserve our marine resources.

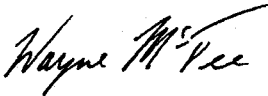
This Handbook provides answers to most of the questions you may have about the NMFS Charleston Laboratory programs, as well as the policies and procedures we abide by. If anything is unclear, please discuss the matter with your immediate supervisor. You are responsible for reading and understanding this Handbook to ensure safety for you and co-workers and to adhere to NMFS policies and procedures.

Occasionally the information contained in this Handbook may change. Every effort will be made to keep you informed of policy and procedural changes.

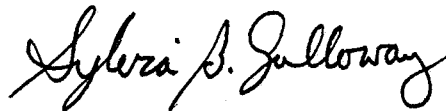
Personal satisfaction of doing a job well and career development are two of the many reasons people volunteer. The NMFS Charleston Laboratory is committed to doing its part to provide you with a satisfying volunteer experience.

We extend to you our personal best wishes for your success and happiness at the NMFS Charleston Laboratory.

Sincerely,



Wayne McFee
Volunteer Committee Chairman



Sylvia B. Galloway, Ph.D.
Laboratory Director

Purpose of this Handbook

This Handbook has been prepared to inform you of the National Marine Fisheries Service's history, philosophy, policies, and expectations of you and the NMFS.

No volunteer handbook can answer every question, so we hope through regular conversations between you and your supervisor we can continue to add to the Handbook as conditions warrant. We hope this Handbook will help you feel comfortable with us. We depend on you in an ever shrinking workforce - your success is our success. Please do not hesitate to ask questions. Your direct supervisor or Volunteer Coordinator will gladly answer them.

We ask that you read this Handbook carefully, and refer to it whenever questions arise. The NMFS policies, benefits and rules, as explained herein, may be changed from time to time as business, volunteer legislation, and economic conditions dictate. If and when changes are made, you will be made aware of the changes.

About the NMFS Charleston Laboratory

MISSION STATEMENT

The mission of the Charleston Laboratory is to provide scientific information required to resolve management issues associated with NMFS' agency goals. These goals are to:

- Build sustainable marine fisheries
- Maintain currently productive fisheries
- Advance fishery forecasts and ecosystem models
- Integrate conservation of protected species and fisheries management
- Improve seafood safety
- Protect living marine resource habitat
- Improve the effectiveness of international fisheries relationships
- Reduce impediments to U.S. aquaculture

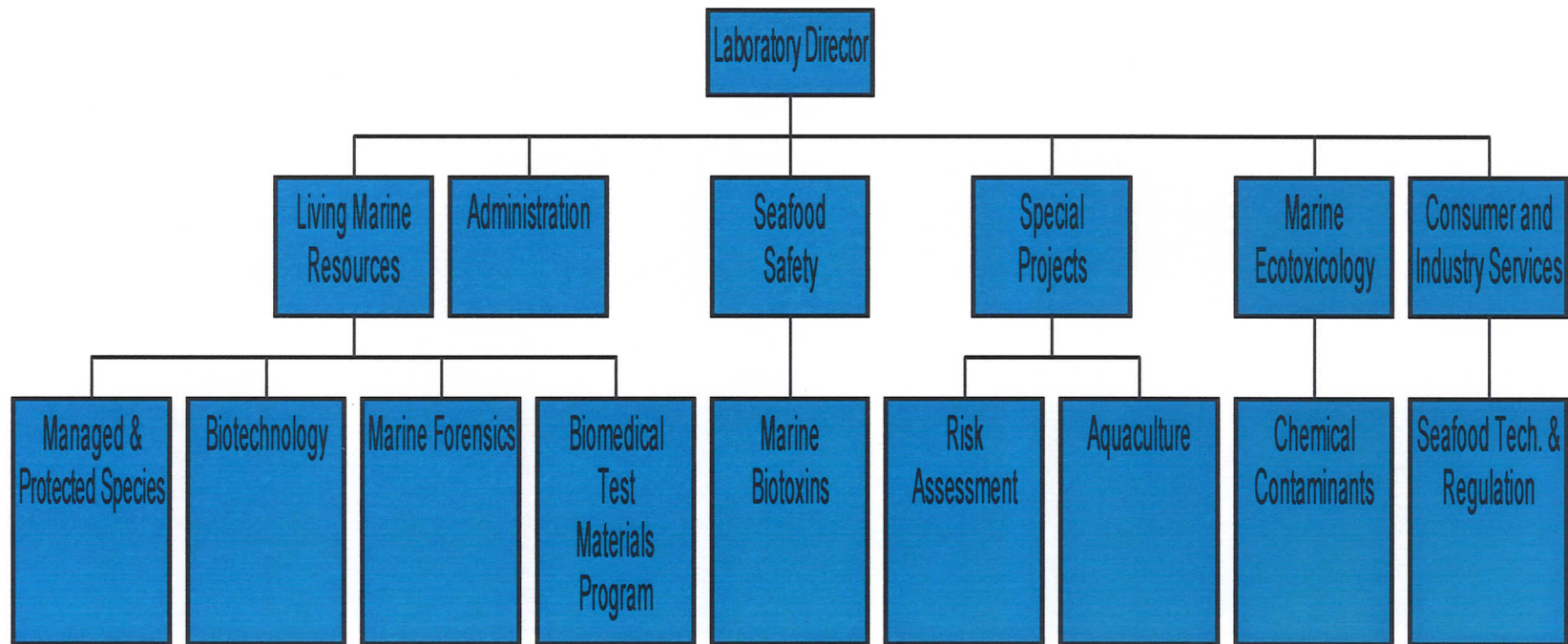
BACKGROUND

The Volunteer Program at the NMFS Charleston Laboratory was initiated as a result of the 1995 Federal Government National Performance Review leading to a reduction in the federal workforce. The loss of Full Time Employee (FTE) positions has resulted in a need to utilize volunteers and to provide opportunities to students and interested professionals interested in marine fisheries careers. The NMFS Charleston Laboratory provides opportunities to volunteer in a number of marine fisheries disciplines (Figure 1):

- Marine Ecotoxicology
- Risk Assessment
- Marine Biotechnology
- Marine Forensics
- Managed and Protected Resources
- Marine Biotoxins
- Seafood Technology and Regulation
- Biomedical Test Materials

Some duties volunteers have undertaken include: routine laboratory duties, water and oyster sampling for water quality analyses, chromatography, assistance in the retrieval and necropsy of stranded marine mammals, preparation of tissue and skin samples for pesticide, heavy metals, and genetic analyses, marine mammal skeletal preparation, and others. Approximately 10-15 volunteers spread among the various programs work throughout the week at the Charleston Laboratory.

National Marine Fisheries Service Charleston Laboratory



What You Can Expect from the NMFS Charleston Laboratory

The NMFS Charleston Laboratory will provide you with:

- A clear job description
- Assignments that fit your skills, interests, availability, and training
- Orientation, training, and supervision for specific duties, and an explanation for such duties
- A friendly, safe workplace that promotes a pleasant learning experience
- Safety precautions regarding chemicals, field work, and potentially dangerous areas
- Prompt and fair responses to on-the-job problems which may arise
- Recognition and appreciation for a job well done
- Skills and contacts to enhance career objectives and goals
- Confidentiality of individual records
- Personnel records to document experience, skills learned, training, evaluations, and commendations
- Consultation on job performance prior to resigning

What NMFS Charleston Laboratory Expects from You

The NMFS Charleston Laboratory expects you will:

- Act professionally and maintain a good attitude towards your job and your fellow workers
- Honor the work schedule you have arranged with your supervisor, and notify your supervisor if your schedule changes, or you can not work due to unforeseen circumstances (i.e., illness, car trouble, etc.)
- Perform duties assigned to the best of your abilities
- Ask questions if you are unsure of a job assignment or safety issue
- Follow all safety precautions, policies, and rules outlined by your supervisor and/or provided to you by the NMFS Charleston Laboratory
- Hold in confidentiality anything you may hear at the Laboratory which may jeopardize the security of data produced at the Laboratory
- Obtain permission from your supervisor or Laboratory official to “tour” a friend or family member around the NMFS Charleston Laboratory
- Make this an enjoyable and rewarding experience that will help you in your future endeavors!

VOLUNTEERING POLICIES

As a new volunteer to the NMFS Charleston Laboratory, you may be overwhelmed with the number of policies and safety issues you are exposed to. As a returning volunteer you may notice changes to policies and procedures. This section is designed to answer any questions you may have regarding policies and procedures.

Background Checks

The federal government requires all volunteers fill out a Wage Claim Waiver (Appendix A) and a Security Worksheet for Non-Employees (Appendix B) if work assignment is for less than 60 days. If working over 60 days volunteers are required to fill out a Wage Claim Waiver, a Security Worksheet and submit two sets of fingerprints for a security check. Failure to comply with the above will result in a termination of volunteer service. Acceptance into the Program shall be granted after a Volunteer Program Approval Certificate (Appendix C) has been signed by all listed approving officials and review of all credentials and background have been satisfied.

Time Commitment

Volunteers are expected to establish a work schedule with their supervisor by stating the days and number of hours per week to be worked. Requests for changes in time commitment should be communicated to your supervisor at the earliest opportunity.

If you are unable to report to work, or expect to arrive late, please contact your supervisor so that arrangements can be made to cover for your absence. Repeated absence or lateness may require a change in schedule or termination of appointment.

Attendance

Volunteers are required to "sign in" in the designated log book at the front desk, or if you do not have a time sheet in the book, you must sign in in the guest register at the front desk. You may also be asked to sign in in your particular area of work.

Sign-in procedures are important for keeping track of number of hours worked, starting and ending dates, for security measures, and for safety requirements in case of fire. It is also a measure to recognize time spent in a program and for evaluating the volunteer program.

Confidential Information

As a volunteer in this federal government laboratory, you may view sensitive documents, be present during discussion of sensitive information, such as law enforcement evidence analysis

results, or overhear staff opinions about politically sensitive topics. Because you may not have knowledge of some of these issues, you shall refrain from discussion of any staff conversations or viewed documents outside the room where such conversations or viewings have occurred.

Public Relations

Government agencies are constantly in the public's eye and issues related to marine species, especially endangered species, can be delicate subjects. Integrity of samples for receiving and shipping to other researchers need to be handled in a professional manner in order to deliver quality samples for research as well as protect the reputation of the NMFS Charleston Laboratory.

As a volunteer you shall not discuss privileged research information, law enforcement cases, or any other information deemed confidential by the NMFS Charleston Laboratory to the general public. Your supervisor will explain these items to you. As a volunteer you shall not answer **any** questions from the media without the permission of your supervisor. Please refer questions from the media to your supervisor regardless of whether you can answer the question or not.

From time to time you may be asked to assist in educational projects or participate in field research which places you face-to-face with the public. Please communicate pleasantly and respectfully to the public and refer questions to your supervisor.

Acting professionally and using common sense can save you and the Laboratory from embarrassing situations.

Equal Opportunity

The NMFS provides equal volunteering opportunity for everyone regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, or disability that does not prohibit performance of essential job functions, with or without accommodations, as stated in the job description.

Harassment

The NMFS Charleston Laboratory intends to provide each volunteer with a pleasant, healthful, and comfortable working environment, free from intimidation, hostility or other offenses which might interfere with your performance as a volunteer. Harassment of any sort - verbal, physical, visual, sexual - will not be tolerated. Any volunteer who becomes aware of harassment in any form, or is harassed him- or herself, has an obligation to report the incident(s) to their supervisor or a trusted employee immediately. The NMFS is obligated by law to investigate allegations of any form of reported harassment.

Job Descriptions

We maintain a job description for each volunteer position in the NMFS Charleston Laboratory. Job descriptions may be very general or very specific depending on the needs of the particular Project. If your duties are changed, your job description will be updated. You may ask to see a copy of your job description at any time.

OTHER POLICIES

Computer Software

Unauthorized duplication of software is a federal crime! U.S. Code, Title 17, Section 106 states that "it is illegal to make or distribute copies of copyrighted material without authorization" from the copyright holder.

At the NMFS Charleston Laboratory you may receive authorization from your supervisor and/or computer analyst to use the Government computers and will receive a password to log-in to the network system.

The NMFS Charleston Laboratory computers shall be used only by volunteers for carrying out routine laboratory activities that are described in your job description and approved by your supervisor (e.g., data entry). **Personal computer software shall not be added to Laboratory computers. The NMFS Charleston Laboratory computers are not for personal use (i.e., typing letters, school work, resumes, etc.).**

Personal Use of Government Property

At no time shall a volunteer use Government property for personal purposes.

Copy Machines

Copy machines are not for your personal use. You may be asked to make copies as part of your job duties. These machines are located in the mail room near the front reception desk and in the back hallway near the Biotoxins section.

Personal Phone Calls

Personal use of Laboratory phones is not permitted unless absolutely necessary. Long-distance phone calls are not allowed except in the case of an emergency. Otherwise you must use your own calling card and long-distance carrier. Local calls must be kept to a minimum.

Parking

Please park in the front of the NMFS Charleston Laboratory along with other staff members. Do not park in the designated "Visitor" spaces or "Handicapped" spaces (unless you are authorized to do so). Please do not park on the grass in front of the flag pole or in the back of the Laboratory by the loading dock. These areas are needed for emergency vehicles and delivery trucks.

Smoking

Smoking is not allowed anywhere in the Laboratory buildings. If you must smoke, please do so outside and use the cigarette receptacles.

Dress Code

Please see your supervisor for the appropriate dress required for your duty station. Safety concerns may require specific dress conditions.

While the majority of Laboratory personnel enjoy the freedom of dressing casually, there are instances when more formal dress is appropriate (i.e, meetings, public appearances, etc.). There are also instances when you may be in the field where "throw-away" clothes and footwear may be appropriate. Your supervisor should keep you informed as to the above situations.

Substance Abuse

Mind altering substances, such as alcohol or cocaine, will not be tolerated at the NMFS Charleston Laboratory. The use of drugs has an impact on the image of the Laboratory and personnel, as well as in our ability to achieve our objectives of safety and security.

The possession, sale or use of mind altering substances while volunteering shall result in immediate termination of volunteer service. If you have knowledge of anyone participating in the above while at the Laboratory please see your supervisor, personnel director, or Laboratory Director. Your name will be held in confidentiality.

Problems

Your problems are important to the NMFS Charleston Laboratory. In order to run an efficient laboratory we need to know when problems arise.

Be assured we will be receptive to your concerns regarding any situation which you believe violates your civil rights, is discriminatory, or presents a feeling of discomfort in your duties. This includes statements, attitudes, or opinions held by your supervisor or a fellow worker.

If you sense a problem, please see your immediate supervisor first. If the problem is against your supervisor please see the Volunteer Coordinator of the Laboratory. After a confidential discussion regarding the issue, if you are still not satisfied with the outcome, you may bring your problem directly to the Volunteer Committee. The problem will be discussed with the Committee and a decision rendered as final. The purpose of this procedure is to give each volunteer the chance to voice opinions regarding any problem situation.

Expense Reimbursement

You must have your supervisor's authorization to incur an expense on behalf of the NMFS. Situations may arise in the field where you may have to purchase small items (such as ice) to complete a job. To be reimbursed for all authorized expenses, you must produce receipts and signed approval from your supervisor.

Resignation and Exit Interview

If you are planning to resign as a volunteer, the NMFS Charleston Laboratory would appreciate notice as far in advance as possible to make arrangements for an exit interview with your supervisor and to allow for time to staff your volunteer position. An informal exit interview with your supervisor is recommended in order to obtain your ideas of ways to improve our program, answer any questions you may have, and to see how you enjoyed your time with us.

STANDARDS OF CONDUCT

Because of the professional nature of business conducted at this Laboratory, stringent safety precautions, and law enforcement issues, certain standards of conduct are expected of each volunteer, as well as NMFS employees, to assure high quality products in a safe environment. The purpose of these standards is not to restrict your rights, but rather to be certain that you understand what is needed for you to meet these important responsibilities.

Unacceptable Activities

If you have any questions concerning any safety rule or any of the unacceptable activities listed below, please see your supervisor for an explanation. Occurrences of any of the following violations may result in immediate dismissal without warning:

- Willful violation of any NMFS policy or rule, including actions that are obviously detrimental to the NMFS.
- Willful violation of security or confidentiality policies.

- Willful or repeated violation of safety policies or rules; failure to wear required safety equipment; tampering with NMFS equipment.
- Negligence or any careless action which endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while volunteering or on Government property; use or possession or sale of controlled substance drugs in any quantity while on NMFS premises.
- Unauthorized possession of dangerous or illegal firearms, weapons, or explosives on NMFS premises or while working in the field.
- Engaging in criminal acts of violence, threats of violence, fighting, provocation of fighting, or negligent damage to property while on NMFS premises.
- Insubordination or refusing to obey instructions deemed proper by your supervisor.
- Theft of NMFS or Government property or the property of co-workers; unauthorized possession or removal of NMFS or Government property, including documents, manuscripts, journals, books from the premises; unauthorized use of NMFS or Government equipment or property for personal use; using NMFS or Government equipment or property for profit.
- Dishonesty; willful falsification of personnel records; altering of personnel records or other NMFS or Government documents.
- Engaging in behavior designed to create discord and lack of harmony; interfering with the work of others within the Laboratory.
- Immoral conduct or indecency on NMFS premises.
- Unauthorized presence on NMFS premises after hours.

Disciplinary Actions

Unacceptable behavior which does not lead to immediate dismissal may be handled with a verbal warning, written warning, or suspension. Written warnings will include the reasons for the warning and any supporting evidence. You will have the opportunity to contest the warning by presenting your case to the Volunteer Coordinator and/or Volunteer Committee.

Dismissal

Volunteers who do not adhere to the rules of the agency or who fail to satisfactorily perform their

assignment are subject to dismissal. Repeated absence or failure to honor a pre-arranged schedule may also be cause for dismissal.

Volunteers may be dismissed without warning for just cause. The NMFS has the right to request a volunteer leave immediately. Grounds for immediate dismissal may include, but are not limited to:

- Gross misconduct or insubordination
- Being under the influence of mind altering drugs, including alcohol
- Theft of property or misuse of NMFS equipment or materials
- Lies or falsification of records
- Illegal, violent or unsafe acts
- Conflict of interest
- Breach of security policies
- Breach of confidentiality policies
- Abuse or mistreatment of co-workers or animals

WORKERS' COMPENSATION

You are covered under Workers' Compensation title 5 U.S.C. chapter 81, relative to compensation for injuries sustained during the performance of work assignments. Claims related to injuries should be referred to the Office of Workers' Compensation Programs, U.S. Department of Labor.

Should you become injured or ill while performing your volunteer duties at the NMFS Charleston Laboratory please notify your supervisor immediately. Your supervisor will put you in touch with the proper authorizing official to fill out a claim form.

SAFETY AND SECURITY

The NMFS Charleston Laboratory has a Laboratory Safety Program, which includes a Chemical Hygiene Plan (Appendix D) and an Emergency Preparedness Plan (Appendix E), that all employees and volunteers must read and follow. Each Program at the NMFS Charleston Laboratory has its own specific guidelines and policies for safety and security. These guidelines and policies will be explained to you by your immediate supervisor after assignment.

While each Program may have slightly different safety policies and procedures, the Laboratory as a whole believes that safety comes first and is everybody's business. If you are placed in a situation that you are not comfortable in, and you feel the activity is a hazard to you or someone else, please stop and notify your supervisor of your concern before proceeding. Please pay attention to all warning signs. All NMFS volunteers are required to view safety videos before beginning work.

Maintaining security in each Program may also be slightly different, but the Laboratory does have common practices. Maintaining security is also everybody's business.

Everyone is to be aware of new faces in the building. If you see someone in the building or on the property who is suspicious or who you do not recognize, kindly ask them if you can help them, or find a co-worker who may be able to identify that person. Everyone should sign into the guest register when they come in the building. If you see someone who does not sign in when they come in the building, kindly ask them to do so, or alert an Office Support Specialist at the front desk.

All outside doors to the buildings are to remain locked at all times. After you leave an area please lock the outside door if it requires a key. If you do not have keys or a magnetic card and notice an outside door unlocked, alert your supervisor so that he/she can lock the door. Again, each Program or Project may have other security measures for door access, computer access or file cabinet access. You will be issued a magnetic access card which will be coded for the appropriate areas you need access to in order to perform your duties.

ACKNOWLEDGMENTS

I would like to thank the following people for their review and comments: NMFS Charleston Laboratory Volunteer Committee (Ms. Nancy Davey, Ms. Pat Smallwood, Ms. Carol Preston, Dr. Dan Bearden, Dr. Mike Fulton, Mr. Ron Lundstrom, Dr. Peter Moeller), Dr. Sylvia Galloway, Dr. Malcolm Meaburn, Dr. Paul Comar, Dr. Pat Fair, and Ms. Marlene Wiggins. I would also like to thank all of the volunteers both present and past who have contributed their time and efforts to make all of our work more manageable, productive, and enjoyable.

APPENDIX A

SECURITY WORKSHEET FOR NON-EMPLOYEES

1. Full names of non-employee: _____
2. Other names and dates used: _____

3. Position: _____
4. Project Title: _____
5. Place of Birth: _____

(Be sure to include the city, county, state, and country, if other than the U.S.)
6. Date of Birth: _____
7. Social Security Number: _____
8. Sex: Male _____ Female _____
9. Has guest worked for DOC in the past: Y _____ N _____
Location: _____ Date: _____
10. Period of Visit: Beginning Date: _____ Ending Date: _____

ARREST RECORD:

11. During the last 10 years have you ever forfeited collateral, been convicted, been imprisoned/been on probation or parole? Y ____ N ____
12. Are you now under changes for any violation? Y ____ N ____
13. Have you ever been convicted by a military court-martial or received Non Judicial punishment under the Uniformed Code of Military Justice? Y ____ N ____
14. In the last five years have you ever possessed, used or manufactured illegal drugs? Y ____ N ____

HEALTH CARE:

15. Have you ever seen a health care professional for the treatment of an alcohol, drug, mental or emotional disorder? Y _____ N _____

If you answered yes to any of items 11-15, please explain your answer on a separate sheet of paper.

Signature

Date

This section to be completed by the requesting official:

1. Name: _____
2. Mailing Address: _____
3. Position or Title: _____
4. Will access to departmental facilities be restricted to normal office hours or under escort?
Y _____ N _____
5. Furnish accounting data if visit is for more than 60 days.
Accounting data: _____
6. If the visit is for less than 60 days, this form may be sent to security for Regional Security Officer review.
7. Failure to forward this form, assumes Facility Manager permitting visit accepts full responsibility and risk for the actions of the non-employee.

Date of Request

Signature of Requesting Official

Date

Date Received

Date Processed

Approved Y __ N __

Robert E. Dickson
Regional Security Officer

Date: _____

APPENDIX B

NOAA/NMFS CHARLESTON LABORATORY

Volunteer Program Approval Certificate

After review of credentials, including past and present coursework, employment history, internships (if any), volunteer experiences (if any), and present availability, the undersigned approve/reject the request of _____, for a volunteer position at the NMFS Charleston Laboratory.

Signed _____ Approve _____ Reject _____ Date _____
Supervisor

Signed _____ Approve _____ Reject _____ Date _____
Division Chief

Signed _____ Approve _____ Reject _____ Date _____
Prom. Mgmt. Spec.

Signed _____ Approve _____ Reject _____ Date _____
Volunteer Comm. Chair

APPENDIX C

WAGE CLAIM WAIVER

Against
Federal Agencies

Under the
Student Volunteer Service Program

I hereby acknowledge that no Agency of the United States Government is responsible for the payment of any wages to me because of any work performed as an Enrollee for the National Marine Fisheries Service, U.S. Department of Commerce as part of the Student Volunteer Service Program. I agree that I will not make a claim against the United States Government or the National Marine Fisheries Service for wages for my services.

Signature of Enrollee

Date

Street Address

City

State

Zip Code

Witness

Date

Witness

Date

APPENDIX D

CHEMICAL HYGIENE PLAN

FOR

CHARLESTON LABORATORY
SOUTHEAST FISHERIES SCIENCE CENTER
NATIONAL MARINE FISHERIES SERVICE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
DEPARTMENT OF COMMERCE

REGULATORY REQUIREMENT/INTRODUCTION

The Department of Labor, Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.1450, Occupational Exposures to Hazardous Chemicals in Laboratories, became effective on May 1, 1990. The Federal Register announcement states that "employers shall have completed an appropriate Chemical Hygiene Plan and commenced carrying out its provisions by January 31, 1991". The new standard recognizes that laboratories typically differ from industrial operations in their use and handling of hazardous chemicals and that a different approach than that found in OSHA's substance specific health standards is warranted to protect workers.

The standard applies to laboratories that use hazardous chemicals in accordance with the definition of laboratory use and laboratory scale as provided in the standard. Laboratories are obligated to maintain employee exposures to hazardous chemicals at or below the permissible exposure limits (PELs) specified in 29 CFR 1910, subpart Z. The manner in which this obligation is achieved will be determined by each employer through the formulation and implementation of a Chemical Hygiene Plan (CHP). The CHP must include the necessary work practices, procedures and policies to ensure that employees are protected from all potentially hazardous chemicals in use in their work area.

The OSHA Standard defines a Chemical Hygiene Plan as a written program developed and implemented by the employer which sets forth procedures, equipment, personal protective equipment and work practices that (i) are capable of protecting employees from the health hazards presented by hazardous chemicals used in that particular work place and (ii) meets the requirements of paragraph (e) of this section (of the standard). Paragraph (e) states that the CHP shall be available to all employees and shall include the following elements: (i) Standard operating procedures for the use of hazardous chemicals, (ii) Control measures to be implemented to reduce employee exposure to hazardous chemicals, (iii) Specific measures to be taken to assure that fume hoods and other protective equipment are functioning properly, (iv) Provisions for employee information and training, (v) The circumstances under which a laboratory activity shall require prior approval, (vi) Provisions for medical consultation and

medical examinations, (vii) Designation of personnel responsible for implementation of the Chemical Hygiene Plan, (viii) Provisions for additional employee protection for work with particularly hazardous chemicals. Eleven components of a CHP as recommended by the National Research Council are included in this plan and are listed in the Table of Contents (page I).

This Chemical Hygiene Plan as well as more specific references relating to chemical safety, and safety in general at this facility, are available on the shelves adjacent to the lobby of the Charleston Laboratory. Included are:

- (1) Charleston Laboratory Emergency Preparedness Plan - Instructions for evacuation of the building for fire alarms or other emergencies and preparation/response for hurricanes and other natural disasters.
- (2) A copy of the Hazard Communication Program for the Charleston Laboratory. It includes an inventory list of hazardous chemicals used in this laboratory.
- (3) Radiation Safety Manual - Rules and guidelines for those who work with radioactive materials.
- (4) Working procedures for the control and containment of biotoxins.
- (5) Biomedical Test Materials Program: Production Methods and Safety Manual - Detailed instructions for BTM/fish oil processing operations.
- (6) Additional, selected publications on chemical safety and first aid.

BASIC RULES AND PROCEDURES

1. Minimize all chemical exposures. Do not taste laboratory chemicals and avoid any contact with your skin. Smell chemicals only briefly and sparingly if necessary to identify them.
2. Don't underestimate risks. Use general precautions for handling all lab chemicals and use special precautions for chemicals that present special hazards.
3. Provide adequate ventilation. The best way to prevent exposure to airborne chemicals is to use hoods and other ventilation devices.
4. Use the hood for operations which might result in the release of toxic chemical vapors or dust.
5. Use only those chemicals for which the quality of the available ventilation system is appropriate. If hood operation is questionable, arrange for use of a more efficient hood for more hazardous chemicals.
6. Vent apparatus which may discharge toxic chemicals (vacuum pumps, distillation columns, etc.) into local exhaust devices (hoods or direct discharge from building).
7. Do not allow release of toxic substances in cold rooms, clean rooms, incubators, or any rooms which have closed, recirculated atmospheres.
8. Smoking is not allowed in the laboratory building. Do not eat, drink, or apply cosmetics in rooms where lab chemicals are present. Wash hands before conducting these activities.
9. Do not store food or beverages in refrigerators or other areas where chemicals are stored. Glassware or utensils which are used for laboratory operations should not be used to store or consume food.
10. Do not use mouth suction for pipeting or for starting a suction.
11. Do not engage in horseplay or other behavior which might startle or distract another worker or cause an accident.
12. Keep long hair and loose clothing confined. Wear shoes at all times, but sandals or perforated shoes should not be worn where chemicals are being used or mechanisms work is being done.
13. Wear safety glasses or goggles when hazardous chemicals are being handled in the laboratory.

14. Wear appropriate gloves when the potential for contact with toxic materials exists.
15. Avoid the use of contact lenses in the laboratory. If they are necessary inform the supervisor and takes precautions.
16. Wear lab coat when working with chemicals. Remove lab coat if it becomes significantly contaminated and decontaminate it if it would be hazardous to laundry personnel.
17. Wash areas of exposed skin before leaving the laboratory.
18. Avoid working alone in the building. Do not work alone in the laboratory if procedures could be hazardous.
19. Seek information about hazards, and plan appropriate equipment layout and protective procedures prior to performing work.
20. Be alert to unsafe conditions and see that they are corrected. Warn others of unsafe practices when they are detected. Those working regularly in an area are most aware of possibly unsafe conditions. Formal reports of unsafe conditions may be made on Form CD-351, "Report of Possible Safety/Health Hazard".
21. Pets and unsupervised children are not allowed in the Laboratory.

CHEMICAL PROCUREMENT, DISTRIBUTION AND STORAGE

1. Before a chemical is ordered, investigate the potential for special hazards. Request Material Safety Data Sheet (MSDS) from the supply source. If special hazards exist, less hazardous substitutes should be considered.
2. New solvents will not be ordered when an excess amount that is suitable for use is already in storage.
3. Before a substance is received, information on proper handling, storage and disposal should be determined by those involved.
4. No container may be accepted without an adequate label. Labels must identify the contents and hazard class, and should contain first aid information.
5. All incoming orders will be received and noted by the purchasing agent, Sandra West (Karen Bauersfeld, backup), prior to distribution.

6. Material Safety Data Sheets (MSDS) are normally mailed by the supplier to the Area Safety Representative (ASR, Malcolm Hale) for each new shipment of chemicals received. The ASR will check to see if the sheets are needed for our central MSDS file or if special precautions are needed. Copies of the MSDS will then be passed on by Sandra to the person who ordered the chemical. If you are missing a MSDS, first check our MSDS file in the library, then the LabLink computer data base or request one from the supplier of the chemical.
7. Chemicals which generate acute hazardous waste (e.g. carbon disulfide) or unstable chemicals (e.g. diethyl ether) will be identified and monitored from purchase to disposal. The ASR will keep a log on future purchases of such chemicals. Wastes will be stored in appropriate, labeled containers and not mixed with incompatible wastes. Smaller containers shall be purchased, unless there is a short-term need for larger volumes.
8. Chemicals such as diethyl ether or dioxane, which may form dangerous peroxides, will be protected from light and heat and kept for no more than 2 years. Small quantities of ether that are being used in the lab will be stored in an explosion-proof refrigerator.
9. Diethyl ether bottles will be dated when opened and disposed of within 6 months of opening. The waste or outdated ether will be added to solvent wastes in a steel drum for approved commercial disposal.
10. All samples of marine biological toxins shall be stored in the padlocked, explosion-proof refrigerator in Room 216.
11. Environmental samples which appear edible will be marked as unsafe for human consumption during refrigerated storage.

ENVIRONMENTAL MONITORING

Regular instrumental monitoring of airborne concentrations is not usually justified or practical in laboratories but may be appropriate when testing or redesigning hoods or other ventilation devices, or when a highly toxic volatile substance is stored or used regularly (e.g. 3 times/week).

Monitoring procedures and requirements for employees working with radioactive materials are described in the Laboratory Radiation Safety Manual, available on the library safety shelf, or see John Bemiss, the Radiation Safety Officer.

HOUSEKEEPING, MAINTENANCE AND INSPECTIONS

1. Laboratory inspections for safety, housekeeping and chemical controls will be performed at least once each six months. Informal inspections of specific areas may be carried out at any time.
2. Areas should be kept orderly and floors cleaned regularly.
3. Eyewash fountains will be inspected every three months. They should be operated at least weekly to prevent rust buildup in the water.
4. Safety showers will be inspected and tested every six months.
5. Access to exits, emergency equipment and utility controls shall not be blocked.
6. Hoods will be monitored, and modified if inadequate. If you suspect that a hood is malfunctioning, notify your supervisor or the ASR.
7. The Area Safety Representative is primarily responsible for scheduled inspections. Informal inspections and safety surveillance are primarily the responsibility of supervisors.
8. The results of scheduled inspections will be given to the appropriate supervisors along with suggestions for correcting any and all violations.

MEDICAL PROGRAM

1. For medical emergencies dial 911 and take appropriate first aid measures.
2. For less critical injuries that require medical attention the employee will be transported to James Island Medical Care (Dr. Costa) at 430 Folly Road. Form CA-16, authorization for medical treatment, should be obtained from the Administrative Officer (Karen Bauersfeld) and signed by the supervisor prior to leaving if possible.
3. When an employee develops symptoms associated with a hazardous chemical exposure, the employee shall have the right to an appropriate medical examination free of charge.
4. In the event of an accident in the laboratory resulting in the likelihood of hazardous exposure, an affected employee has the right to a medical consultation to determine the need for a medical examination. The employee must first notify his/her supervisor and complete a Form CA-16.
5. All medical examinations and consultations shall be performed by a licensed physician without cost to the employee, without loss of pay and at a reasonable time and place. The

employee may choose his/her personal physician, but the form (CA-16) authorizing medical procedures must be completed first.

6. Any medical conditions resulting from hazardous chemical exposure which requires treatment will be documented with details of the exposure and detailed statements from the attending physician.

PERSONAL PROTECTIVE APPAREL AND EQUIPMENT

1. Protective apparel (gloves, safety goggles, aprons, etc.) shall be provided from operating funds for the degree of protection required for substances being handled.
2. An easily accessible drench-type safety shower shall be available in areas of higher risk.
3. An eyewash fountain shall be provided in high risk areas.
4. Fire extinguishers shall be readily accessible to all work areas.
5. Respiratory protection, a fire alarm and a telephone for emergency use shall be available nearby to all work areas.

RECORDS

1. Accident records, including recommendations to prevent a recurrence, will be retained in the Administrative Office (KB) and by the Area Safety Representative (MH). Employees incurring an accident or illness believed to be work related will complete and file a Form CD-137 (Report of Accident/Illness) within 24 hours.
2. Chemical Hygiene Plan records will document that facilities and precautions are compatible with current knowledge and regulations.
3. An inventory of Room 266, volatile solvents storage, will be recorded each year and purchase restrictions applied to specific items if needed.
4. Records of hazardous chemicals stored in individual work areas will be posted inside the entrance of each room and periodically updated. Once a year workers will be instructed by Division Chiefs to update their lab inventories. Any chemical with one or more NFPA (diamond) Codes rated at 2 or above may be considered hazardous.
5. Records of high-risk substances (e.g., toxins or HCN) will be maintained in the laboratories by Project Leaders, and will include amounts on hand, amounts used and names of workers

involved.

6. Medical records will be retained by the Laboratory in accordance with the requirements of state and federal regulations.

SIGNS AND LABELS

1. All containers shall be labeled as to contents and date made or purchased. This includes reagent bottles, chemical waste containers and receptacles. The labels on purchased chemical containers, including hazard and first-aid information, shall not be removed.
2. Emergency telephone numbers will be posted for supervisors, emergency personnel and workers responsible for equipment and facilities.
3. There will be prominent signs for locating fire extinguishers, exits, safety showers, eyewash fountains and other safety and first aid equipment.
4. There will be warnings at areas or equipment where special or unusual hazards exist.

SPILLS AND ACCIDENTS

1. Procedures in case of fire, disaster or incidents that require evacuation are described in the Charleston Laboratory Emergency Preparedness Plan, of which each employee should have a copy. A reference copy is on the Safety/MSDS shelf in the Charleston Laboratory Library.

2. General rules for accidents and spills involving hazardous chemicals:

Eye Contact: Promptly flush eyes with water (15 minutes are recommended) and get medical attention.

Ingestion: Check container label and MSDS for first aid recommendations. Get medical attention as soon as possible.

Inhalation: Remove to fresh air and get medical attention.

Skin Contact: Flush thoroughly with water and immediately remove contaminated clothing.

3. In the event of a spill of hazardous material, take steps to contain and absorb it, if personal safety permits. Inform others in the area who might be affected and/or could assist.
4. In the event of a large spill of a hazardous material such that cleanup requirements exceed

the in-house capability, sound the fire alarm and have the building evacuated. Fire department personnel having self contained breathing apparatus (SCBA) and protective equipment should be informed of spill conditions upon their arrival.

5. In the event of a serious accident, do not move a worker with a possible serious injury unless the immediate area is not safe. Call 911 for medical assistance, alert others in the laboratory and provide first aid.
6. Use or transfer of hazardous chemical should take place in a properly operating hood if possible. Have absorbent or neutralizing materials available in case of spills.
7. Contaminated absorbent materials will be placed in a plastic bag or other suitable container and disposed of according to waste regulations.
8. All accidents or near accidents will be investigated and analyzed and the results distributed to all who might benefit. The Administrative Officer (KB) and the Area Safety Representative (MH) are required to maintain records of any accidents that involve injury or property damage.

TRAINING AND INFORMATION

1. Aim: To assure that all individuals at risk are adequately informed about the work in the laboratory, its risks, and what to do if an accident occurs.
2. Supervisors will provide employees with information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new hazard is introduced.
3. Employees will be informed of the location and availability of the written hazard communication program for the laboratory.
4. The Hazard Communication Program, including the required inventory list of hazardous chemicals, will be available in the Library in the section with the Material Safety Data Sheets.
5. Employees shall receive initial Hazard Communication training and annual refresher training in accordance with the requirements of the Hazard Communication Program (HCP). Initial training shall include at least:
 - (i) Method and observations that may be used to detect the presence or release of a hazardous chemical in the work area.
 - (ii) The physical and health hazards of the chemicals used in the work area.

(iii) The measures employees can take to protect themselves from these hazards, including work practices, emergency procedures and personal protective equipment.

(iv) Details of the Hazard Communication Program, including an explanation of labeling systems and material safety data sheets.

6. The objectives of the HCP training are to enable employees to recognize and respond to chemical hazards, become familiar with material safety data sheets and personal protective equipment, and safely handle, use and store chemicals.

WASTE DISPOSAL

1. Aim: To assure that minimal harm to people, other organisms, and the environment will result from the disposal of laboratory chemicals.

2. Room 266 is designated for organic solvent storage, and not for acids, alkalies or waste chemicals. Moderate amounts (1 to 4 gallons) of waste organic solvents may be stored temporarily (on floor to the right inside door) if they are properly labeled as to contents and if the ASR is notified.

3. Waste solvents will be transferred from temporary storage or directly from labs to storage drums in Container C behind the Laboratory building until pickup by a commercial waste disposal company can be arranged. Transfers will be made by the ASR or by Laboratory personnel in consultation with the ASR.

4. The ASR, with assistance from project personnel if needed, will assure that waste will only be added to drums containing other wastes that are chemically compatible. The volumes and compositions of wastes added will be recorded as the drums are filled. Each staff member is responsible for keeping records of contents of temporary waste containers used in each laboratory.

5. Wastes will be removed from the premises only by EPA certified waste disposal companies.

6. Most waste acids or bases can be disposed of by neutralization in a sink and flushing down the drain with excess water. Special care and sink within a fume hood should be used.

7. Radioactive waste materials will be handled in accordance with the Laboratory Radiation Safety Manual and will be stored in the restricted area in Room 410 until they can be disposed of.

8. All supplies used in toxin bioassays and extracted cell debris are collected of in approved

biohazard disposal bags. All animal cages are to be treated with a strong sodium hypochlorite solution and steam cleaned following toxin bioassays. When toxic wastes are neutralized by autoclaving or bleach treatment, they will be placed inside a plain plastic bag without the biohazard warning before they are placed in the dumpster for disposal.

9. Environmental samples that appear edible will be made unpalatable and marked "unsafe for human consumption" prior to disposal.



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE

Southeast Fisheries Science Center
Charleston Laboratory
PO Box 12607
Charleston, SC 29422-2607

June 9, 1995

MEMORANDUM FOR: Staff
FROM: *MBH*
Malcolm Hale
SUBJECT: (1) HVAC recirculation
(2) Sharps Disposal

Two subjects are included in the interest of conserving paper:

- (1) HVAC - Our new HVAC system is more energy efficient than the old one due to the fact that most of the laboratory air is recirculated and mixed with a smaller volume of fresh make-up air. Because of this and as a normal safety precaution, please use a fume hood for any volatile chemicals. Do not transfer or work with volatile chemicals on open lab benches, because fumes will be distributed to all other work areas that are on the same air handler system.
- (2) Sharps Disposal - Disposable hypodermic needles, used blades and other "sharps" should be accumulated in plastic "sharps" containers. These secure plastic containers can be added to the biohazardous waste boxes in freezer C for later transportation and incineration. Even if your sharps are not true biohazards, they should be disposed of in this way to avoid any misunderstandings if they are found in normal trash containers.



APPENDIX E

CHARLESTON LABORATORY

EMERGENCY PREPAREDNESS PLAN

OCCUPANT EMERGENCY

PROCEDURES AND RESPONSIBILITIES

April 1992

EVACUATION INFORMATION

Persons authorized to order evacuation:

Laboratory Director - Sylvia Galloway

Administrative Office - Karen Bauersfeld

Bldg.. Maint. Supervisor - Robbie Meyer

Notification for Evacuation

Fire - Fire Alarm Bells

Explosion or Gas Leak - Public Address announcement

Suspicious Object - Public Address announcement

Reporting Site

All employees should report to the parking lot in front of the building near the flagpole.

Building Re-entry

Re-entry to the building will be announced by the Laboratory Director or designated official.

Drill Schedule

Before a quarterly fire drill, the Laboratory Director and the Fire Department must be notified - other staff will not be notified.

EMERGENCY PERSONNEL

Designated Official/ Laboratory Director - Sylvia Galloway

Occupant Emergency Coordinator/ Chief, Office of Administration

Karen Bauersfeld

Team Coordinator/ Area Safety Representative

Malcolm Hale

Area Monitors

Primary/Alternate
Debbie Braddock/Karen Bauersfeld

Malcolm Hale/Jon Ahlquist

Tod Leighfield/Bernie Lanoue

Al Fortner/Scott Sivertsen

Greg Mitchum/

Laura Webster/John Bemiss

Carl Kinerd/Tom Edwards

Robert Roberts/Aaron Dias

Area
Administration (Rm 100-118)

Open Office Area (Rm 200-214)

Biotoxin/Toxicol. (Rm 215-224)

Back Hall, West (Rm 225-230)

Back Hall, East (Rm 231-247)

Microbiology (Rm 248-257)

ADP/Office Area (Rm 258-260)

Processing et al. (Rm 400-426)

Handicapped Monitor

Karen Bauersfeld

Damage Control Team

Robbie Meyer

After Hours/Weekend/Holiday Team

Paul Bauersfeld (Coordinator)	Home 795-0586
John Babinchak	795-8738
Alan Fortner	795-7716
Robert Roberts	795-8553
Malcolm Hale	795-0267

FIRE EVACUATION PROCEDURES

1. **Upon detection of a fire**, regardless of the size, do the following immediately and in sequence, unless there are others available to permit simultaneous execution.

- **Activate fire alarm** - located in rooms or hallways as identified by signs
- On hearing the fire alarm the receptionist will not attempt to silence the alarm. She/he will ascertain from the annunciator panel in which one of the five zones the alarm is coming from and transmit this information over the paging system.
- **Attempt to extinguish fire immediately**, if possible - Using fire extinguishers located throughout the building, immediately attempt to extinguish the fire if it is safe to do so. If this attempt fails, or is not possible due to the size or nature of the fire, leave the building.

2. **Upon hearing the fire alarm**, the personnel will:

- **Stop work immediately**. Terminate all telephone calls, conferences, meetings, and if time permits, close all doors, turn off lights, and other equipment except those marked "Do Not Turn Off". Do not attempt to remove personal belongings or records.
- **Evacuate the building**. When area/zone in which the fire is located is known, the receptionist will make the following announcement over PA system:

"ATTENTION: - There is an alarm in zone (give #). Please leave the building via the nearest exit, avoiding zone (give #). Repeat. There is an alarm in zone (give #). Please leave the building via the nearest exit, avoiding zone (give #)."

Area monitors should take their stations and assist in evacuating personnel. Check to see that lights are off and doors are closed. If alarm sounds when you are far from your area, leave the building by the nearest exit.

- During evacuation, do not run, push, shout or congregate, and limit talking to a minimum. Move in a swift, orderly manner to the nearest exits (marked by red lighted exit signs) avoiding if possible the zone where the fire is located. Room 236 has a fire exit door and Rooms 243 and 246 have fire escape windows. Large or heavy objects (e.g., chair) may be used to break through any window, in the event the hallways are impassable, however, the main hallway is to be used as the first choice for evacuation.
- Upon exiting the building, move to the parking lot in front of the building near the flag pole, report to your supervisor and remain there until advised that it is safe to return to the building.

- All driveways and roadways must be kept clear for the use of emergency apparatus and fire equipment. Under NO circumstances will personnel be permitted to move any vehicles, unless otherwise directed.

3. **Return to the building** only after an official 'all clear' is given.

VISITORS AND HANDICAPPED EVACUATION INSTRUCTIONS

Visitors

Visitors pose a different problem which must be dealt with on the spot, according to the emergency conditions. In this respect, all employees are expected to serve. In the event the evacuation alarm is sounded, the employee with whom the visitor is visiting, or the employee closest to the visitor will immediately inform the visitor that the alarm requires the evacuation of the building and that they will be assisted in this evacuation. If the visitor cannot leave the building on his/her own power, the employee will instruct the visitor to remain in place while they (the employee) go for assistance. The employee will go immediately to the Area Monitor, who will be located in the vicinity of the exit of that area, and report the exact nature of the problem. The Area Monitor will obtain the necessary assistance needed while the reporting employee returns to the handicapped person.

Handicapped Employees

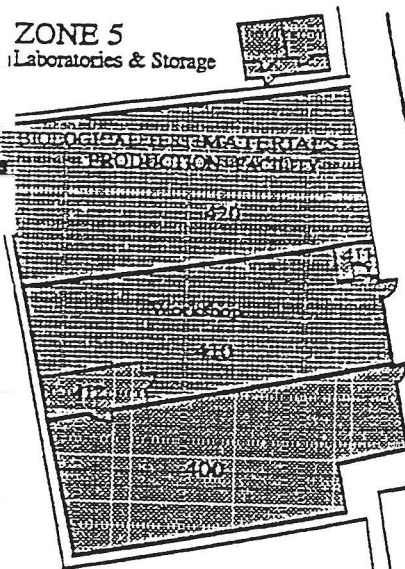
Area Monitors will be made aware of handicapped employees in their respective areas and the nature of their handicap. A method of evacuation will be planned, by the Area Monitor, consistent with the handicap, prior to any emergency. Handicapped Monitors will be specifically assigned to each handicapped employee. Each handicapped employee will be fully advised of their individual evacuation plan by the Handicapped Monitor.

SOUTHEAST FISHERIES SCIENCE CENTER

CHARLESTON LABORATORY

FIRE ZONES

ZONE 5 Laboratories & Storage



LOADING DOCK

Building
Services

234A

232

234

234B

236

238A

238

241A

241B

241

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246

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258A

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259A

259B

251A

251B

252

253

254

255

Canteen

260

ZONE 2 Main Laboratory Building

266

228

229

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BOMB THREAT OR OTHER SUBVERSIVE ACT

If a bomb threat against SEFSC Charleston Laboratory is received by an employee, it shall be reported immediately to the Laboratory Director or his designee for appropriate action. The Laboratory Director will direct the evacuation of the building. The following personnel have been designated to act for NOAA/NMFS in determining course of action to be taken for employees located in SEFSC; this listing is in descending order of priority:

- Laboratory Director - 8525
- Administrative Officer - 8561 (will contact the Acting Director, if LD is unavailable)

When the decision is made to evacuate the building, the Laboratory Director or his representative will:

- Order immediate evacuation of the building by notifying the Administrative Officer. (NOTE: The Fire Alarm system will not be used for evacuation during a bomb threat.)
- Make the following announcement over the P.A. system:

“Attention Staff. The Laboratory has received a bomb threat. Please turn off all unnecessary equipment including gas, water, and electricity, close doors and leave the building by the nearest exit. Go to and remain in the front of the guard shack, just inside the main gate, until notified otherwise. This is not a test. Do not stay in the building.” Repeat.
- The Laboratory Director or his designee will call the Charleston County Police and Fire Department (dial 911).
- No evacuation order shall be given without approval of the Laboratory Director. However, when there is an immediate danger to persons such as an actual fire or explosion, the premises shall be evacuated at once, without consultation, by sounding the fire alarm system in the building and notifying Charleston County Fire Department (dial 911), the following normal evacuation procedures.

Special Instructions to all Employees

If you receive a call from a person stating there is a bomb in the building:

- Keep the caller on the line as long as possible. Ask the caller to repeat the message. Record (write) every word spoken by the person making the call.
- If the caller does not indicate the location of the bomb or the time of possible detonation, the person receiving the call should ask the caller to provide the information.

- Pay particular attention to any strange or peculiar telephone noises such as motors running, background music, and any other noises which might give even a remote clue as to the place from which the call is being made. Listen closely to the voice (male - female), voice quality, accents or speech impediments. It may be advisable (if time permits) to inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many people.
- Immediately after the caller hangs up, the person receiving the call should report this information to the Laboratory Director.
- In the event you see a suspicious-looking object during or before an evacuation, observe the following:
 - Do not disturb the object
 - Notify the Laboratory Director (8525) or the Administrative Officer (8561) and inform him/her of its location.

INTRUDER ON PREMISES

In the event an intruder(s) is/are observed on the premises during the working hours, call the reception desk (8511) stating nature of intrusion, i.e., demonstration, vandalism, theft, bomb, arson, etc. State whether the intruder has a weapon. The receptionist will relay your call to the County Police and/or MRRI Security. During off hours notify the MRRI Security Office (762-5044) or MRRI Law Enforcement (762-5018 from 7:00a - 9:00p and 1-800-922-5431 after hours and holidays).

In no case attempt to apprehend an intruder. If possible record appearance of individual(s), sex, race, clothes, hair, behavior, etc., and means of escape, on foot, car, truck, bike, etc. Record license plate number if possible.